

2018 Budget Workshop

This workshop is designed for those who are new to Kansas municipal budgeting and for those who wish to update their skills. The workshop is comprised of morning and afternoon sessions. It is recommended that all registrants attend the morning session and those desiring more “hands-on” training are encouraged to stay for the afternoon session.

Morning session topics include:

- Overview of the Tax Lid
- Matters of Interest
- Information on the Municipal Website
- Budget and Cash Basis Law Review
- Legislative Update

The afternoon session will include budget timeline, budget forms, amending the budget, and a step-by-step review of budget preparation using an Excel budget workbook, building upon topics presented in the morning session. There will also be a hands-on session where registrants will break-up into small groups for interactive budget preparation.

Registrations and Payment: \$60.00 per registrant

Training qualifies for up to **six hours of CPE.**

Refund Policy: Full refund for cancellations prior to the date of the class. Substitutions allowed assuming space availability.

Notification via listserv and website as classes approach capacity. To sign up for the Municipal Services listserv please visit:

[Municipal Services](#)
(under 'Listserv' tab)

Please select your choice of location:

_____ [May 2, 2018 – Iola](#)

Allen County Courthouse
Lower level
1 N. Washington Street

_____ [May 15, 2018 – Garden City](#)

Lee Richardson Zoo
Finnup Center
312 Finnup Drive

_____ [May 16, 2018 – Colby](#)

Colby Community Building
Little Theater
285 E. 5th Street

_____ [May 17, 2018 – Hays](#)

Fort Hays State University
Memorial Union – Black & Gold Room 212
700 College Drive

_____ [May 23, 2018 – Salina](#)

Webster Conference Center
Multi Conference Bldg. – Commons Room
2601 N. Ohio Street

_____ [May 24, 2018 – Wichita](#)

WSU Metropolitan Complex
Entrance C, Room 180
29th and Oliver

_____ [May 30, 2018 – Topeka](#)

Topeka & Shawnee County Public Library
Marvin Auditorium – 101 ABC
1515 SW 10th Avenue

_____ [May 31, 2018 – Overland Park](#)

KU Edwards Campus
Best Building – Room 230
12604 Quivira Road

Class hours:

Morning session: 9:00 a.m. to noon
Afternoon session: 1:00 p.m. to 4:00 p.m.
Lunch is on your own

Registration (Please Print)

Name

E-Mail Address

Employer

Address

City, State, Zip

Phone Number

Fax Number

Four ways to register:

***Online** by visiting [Municipal Services](#)

Fax this registration form to **785-296-1477**

Email this registration form to Municipal Services at ARMUNIS@ks.gov

Mail this registration form with payment to:

KDOA-Office of the Chief Financial Officer
Attn: Michele Mowder
700 SW Harrison Street, Suite 300
Topeka, Kansas 66603

Please make checks payable to the “**Office of the Chief Financial Officer**” for the total cost of the training.

For **credit card payments** please use the following link and follow the instructions on the Workshop Credit Card Form: [Municipal Services](#)

Faxed, e-mailed and mailed registration forms will receive confirmation via e-mail.

If you have questions please contact:

Roger Basinger at 785-296-8083 or by e-mail at Roger.Basinger@ks.gov or

Rico B Aguayo at 785-296-6033 or by e-mail at Rico.B.Aguayo@ks.gov

***We strongly encourage 'Online' Registration for processing and securing your seat in the workshop.**